**Internship Load Calculation**

Proposed by the ad-hoc Internship Committee and accepted by the Deans’ Council (Spring 2024)

Committee Members: Caroline Sowards, Doug Hume, Sequoya Mungo, Sharon Robinson, Mary Beth Chambers, and Amy Caudle

\*The committee determined, through surveying faculty and department chairs regarding current and past internship course enrollment, expectations, and best-practice, that each internship course taught is expected to require between 1-5 hours of labor per/week on average, depending upon student enrollment. The average hours of labor per week is expected to increase as enrollment increases, thus the increase in IU per semester hour with increasing enrollment. We propose minimum requirements for each internship course in order to ensure a mentored model of internships and reflective learning. In consideration of this expectation we suggest the following load calculation:

* A base of 1 IU per *course (*regardless of semester hour) to ensure appropriate compensation for designing, editing, and implementing the course.
* An additional .33 IU per student enrolled in excess of 3 students, not to exceed 6 IUs per semester, per course, regardless of number of course sections.
	+ Duplicate sections of the same course taught by the same faculty will not earn the base 1 IU as no additional work would be required for creating or editing the course.
	+ Calculations for additional *sections* of the same course will be .33 per student enrolled, not to exceed a total of 6 IU per semester, per course, regardless of number of sections.

\*Program directors or department chairs in the case of the program director teaching the internship course will hold responsibility for ensuring faculty are following the minimum requirements.

**Load Calculation**:

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| **Student Enrollment** | **Number of IU**  | **Notes/Explanation** |
| 1-3 | 1 IU  | Internship courses will include, at minimum:* a class component (online, seated, or a combination) to include meetings with students.
* Reflective course assignments.
* An *average* of 1-5 hours of labor per week per 5 students enrolled.
* Documentation as deemed necessary by the Office of Career Services and Internships.
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| Over 3 students enrolled | Additional .33 per student additional student enrolled above three students; maximum of 6 IU total per course |
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